

DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING AND SAFETY SYSTEMS BRANCH
TRAFFIC CONGESTION AND ENGINEERING OPERATIONS UNIT
TRAFFIC CONTROL MARKING AND DELINEATION SECTION

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

TRAFFIC CONTROL MARKING AND DELINEATION SECTION


do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

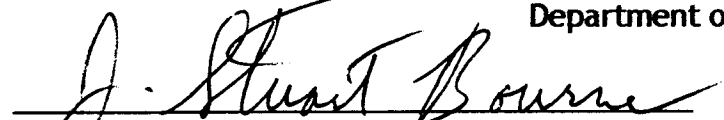
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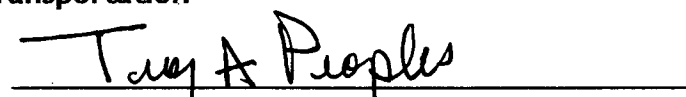
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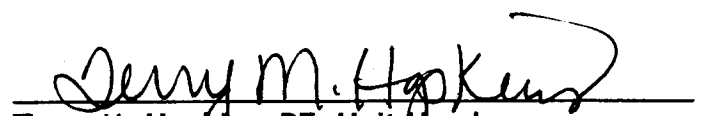
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED


Melinda Hemphill-Dudley, Chief Records Officer
Department of Transportation


J. Stuart Bourne, PE, Delineation Engineer
Traffic Control, Marking, and Delineation Section



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Lyndo Tippet, Secretary
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APPROVED


Lisbeth C. Evans, Secretary
Department of Cultural Resources

October 9, 2003

LDR

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Item 3152. TRAFFIC CONTROL INACTIVE FOLDER FILE. Paper and electronic records concerning construction projects that have been accepted. File includes reference copies of reports created in the Planning and Environmental Branch, Design Review recommendations regarding safety of all roadway projects, copies of project special provisions and engineer's cost estimate of Traffic Control Plans, and "State of North Carolina - DOT - Proposal of Bids," for projects that have been accepted. File also includes correspondence, news articles, and public information relating to the project.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center upon completion of project. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

Item 3153. TRAFFIC CONTROL INACTIVE HALF-SIZE PLAN FILE. Reference copies of half-size reproduction plans in paper and electronic format for all construction projects that have been accepted. File also includes additional sheets or notations for construction revisions.

DISPOSITION INSTRUCTIONS: Scan in office paper records. Destroy paper records after all quality control procedures have been completed. Destroy scanned records in office when reference value ends.

Item 38114. APPROVED PRODUCTS FILE. Paper and electronic records concerning pavement marking and/or delineation products that have been tested on construction projects and/or presented to the section. File includes manufacturer's information, outside evaluations, internal reports and evaluations on traffic control, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

Item 38117. PRIVATE ENGINEERING FIRM FILE. Records concerning consulting firms that prepare Traffic Control Plans for section review. File includes contracts, agreements, evaluations, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years following the final invoice on the final approved plan and when released from all audits, whichever occurs later.

Item 38118. TRAFFIC CONTROL LIBRARY MATERIALS FILE. Records concerning Traffic Engineering functions. File includes reference copies of reports, studies, manuals, booklets, brochures, magazines, and other published materials.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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Item 38119. TRAFFIC CONTROL ACTIVE PROJECT FILE. Paper and electronic records concerning construction projects assigned to the section. File includes reports created in the Planning and Environmental Branch, reference copies of Design Review recommendations regarding safety of all roadway projects, copies of project special provisions and engineer's cost estimate of Traffic Control Plans, and "State of North Carolina - DOT - Proposal of Bids," for projects under contract. File also includes correspondence, full-size set of plans, completed half-size set of plans, construction revisions to the plan, news articles, and public information relating to the project.

DISPOSITION INSTRUCTIONS: Transfer active half-size plans to Traffic Control Inactive Half-Size Plan File, Item 3153 and supporting documents to Traffic Control Plans Inactive Project File, Item 3152 after final acceptance of the project.

Item 47076. TRAFFIC CONTROL INACTIVE FULL SIZE PLAN FILE. Reference copies of full size reproductions plans in paper and electronic format for all accepted construction projects.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.